

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept: 3 YEARS

a. State Law	_____ years.	d. Audit period	<u>3</u> years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>3</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

To verify any cash collections.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Central Cashier Copy: Cut off each fiscal year; hold in current files area 1 year or until state audit has been completed, whichever is sooner; transfer to records center, hold 3 years; then destroy.

Office of Original Transaction: Cut off each FY; hold in CFA 1 year or until audit is completed, whichever is later; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	30 October '84	<i>[Signature]</i>	10/23/84
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	11-19/84
		Secretary of State/Designee	4/13/84
		Attorney General/Designee	4/22/85



STATE
OF
GEORGIA

313-16
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 73-45		Date Received	Application No. 73-488
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Staff Services Treasurers Office 959 E. Confederate Ave., S. E., Atlanta, Georgia		4. Person to Contact Harriette Clower	Date Completed AUG 27 1973
		5. Working Title	6. 6087

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 73	9. Exact Series Title Revenue Collection File
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10. What is the function of the office in which this record series is created?

The Staff Services Division is responsible for personnel administration including recruitment and disengagement of personnel and maintenance of personnel records. The division is further responsible for accounting for funds, receiving and disbursing funds and budgeting for funds. The division is further responsible for the procurement of supplies and equipment, their issuance and maintenance. The division is further responsible for planning and providing support to these operations including procedures writing, forms design, records management and reproduction services, and is responsible for the enforcement of an Act to Regulate the Sale of Firearms of less than fifteen (15) inches in length House Bill 622 (AM.).

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relate to Revenue Collections by the Department.

Includes only Collections Submittal DPS-704-5/73

File arranged - Chronological

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers		1/4	.38					
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
					6 Feet			
				AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'
					5-10	3-4		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? Record copy designated as Treasury Office copy. [X] []
14. Is there a duplication of this series in another office or agency? Office of original transaction. [X] []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. In accounting records & annual reports also in monthly recap to DOAS. [X] []
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? Fiscal Info. [X] []
21. Does the record series contain documentation produced as EDP printout? Revenue's Report. [X] []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [X] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Series supports fiscal function therefore is needed to clear audit in Treasurer's Office.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [X] FISCAL YEAR - [] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/_____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [X] Other: (Specify)

Treasurer's Office Copy:

Cut off each fiscal year; hold in current files area 1 year or until state audit has been completed, whichever is later transfer to records center, hold 1 year; then destroy.

Office of Original Transaction: Cut off each FY; hold in CFA 1 yr. or until audit is completed whichever is later; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

(X) Concur

() Nonconcur

Records Management Officer (Signature) <u>Omia Lee</u> Date <u>8-16-73</u>		Treasurer's Signature <u>J.B. Bailey</u>	
26. Recommendations in paragraph 25 are:		OTHER REQUIRED SIGNATURES	DATE
Agency Head/Designee [X] Approved [] Disapproved		<u>Ray D. [Signature]</u>	<u>8-16-73</u>
State Auditor/Designee [X] Approved [] Disapproved		<u>William M. [Signature]</u>	<u>8-24-73</u>
Secretary of State/Designee [X] Approved [] Disapproved		<u>Carroll [Signature]</u>	<u>8-16-73</u>
Attorney General/Designee [X] Approved [] Disapproved		<u>[Signature]</u>	<u>8-24-73</u>

STATE RECORDS COMMITTEE